

	Action/Date
Title/Status-	End of Placement process
New document or revised	Revised
Responsible Head of Service	Liz Perfect
Date review	July 2020
Date SMT approved.	

End of placement process

The end of placement process enables us to obtain feedback with regards to how the LA has worked with the provider to obtain the best outcomes for Leicestershire children. It also identifies reoccurring themes, for example providers not receiving care plans on time.

Step 1	Every week the process quality officer will send to NotificationaLAC@leics.gov.uk details of all ended placements from the previous week.	Commissioning Service
Step 2	The process quality officer will send the end of placement form to the provider & save a copy in Quality Assurance>End placement reports>Placement end reports	Commissioning Service
Step 3	When the form is returned to the Family Placements Team inbox they will. This will be saved in the 'Returned reports' folder for the relevant provider.	Commissioning Service
Step 4	PCO will check the folder prior to undertaking a QA visit to ascertain any issues/good practice	PCO



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